

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 40**

**December 12, 2001**

**SUBJECT: LOSS, THEFT, DAMAGE, OR DESTRUCTION OF HANDHELD RADIOS  
- REVISED**

**PURPOSE:** Handheld radios are critical components of our Departmental communications system. They also represent a substantial budgetary expenditure. Responsibility for this equipment is given to commanding officers as outlined in the Department Manual. This Order revises the procedure for reporting the loss, theft, damage, or destruction of handheld radios and related equipment to ensure that appropriate documentation is followed and inventory records are accurately maintained. This Order supercedes Office of Operations Order No. 9, 1979.

**PROCEDURE:** A handheld radio is any Department owned portable communications device (e.g., ASTRO, VISAR, etc.).

**I. EMPLOYEE'S RESPONSIBILITY.** When an employee determines that a handheld radio or its related equipment (e.g., battery, battery charger, and shoulder microphone) has been lost, stolen, damaged, or destroyed, he/she shall immediately report the incident to a supervisor, prepare an Employee's Report, Form 15.7, and if necessary, complete a Preliminary Investigation Report (PIR), Form 3.01.0. The related report(s) shall document:

- \* The equipment or handheld radio identification number(s);
- \* Date, time, and location of occurrence;
- \* Circumstances related to the loss, theft, damage, or destruction; and,
- \* When appropriate, action(s) taken to locate handheld radio/equipment.

**II. SUPERVISOR'S RESPONSIBILITY.** Upon notification or discovery of the loss, theft, damage, or destruction of a handheld radio or related equipment, the supervisor shall conduct an investigation and ensure that the appropriate report(s) are completed. The supervisor shall record his/her investigation on an appropriate supervisor's log (e.g., Sergeant's Daily Report, Form 15.48) and forward the log along with the original Form 15.7 and a copy of the accompanying report(s) to the commanding officer of the command assigned the handheld radio or the equipment.

**III. COMMANDING OFFICER'S RESPONSIBILITY.**

**A. Loss, Theft, Damage, or Destruction.** When notified of the loss, theft, damage, or destruction of a handheld radio or related equipment, the commanding officer of the command assigned the equipment shall forward an Intradepartmental Correspondence, Form 15.2 and a copy of all related reports(s) to his/her bureau commanding officer. The Form 15.2 shall detail the circumstances of the incident and document the action taken, including the initiation of a personnel complaint, when appropriate. One copy of the Form 15.7 and related PIR (if any) shall be maintained with the handheld radio inventory documentation.

**Note:** The original Form 15.7 shall be maintained by the initiating command.

**B. Inventory/Audit.** Commanding officers of commands assigned handheld radios and equipment shall maintain a current inventory record of that equipment. The handheld radios and related equipment shall be audited semiannually during April and October of each year. The results of that audit shall be forwarded via the chain of command to Information and Communications Services Bureau (ICSB).

**IV. BUREAU COMMANDING OFFICER'S RESPONSIBILITY.** Bureau commanding officers shall review the results of the investigation and forward copies of the report(s) to Fiscal and Support Bureau (F&SB) and ICSB.

**V. RECOVERY OF LOST OR STOLEN ROVERS.** When equipment that has been reported lost or stolen is located, a Follow-Up Investigation Report, Form 3.14, shall be completed. Copies of the Form 3.14 shall be forwarded to the command assigned the equipment, that command's bureau commanding officer, F&SB, and ICSB.

**AMENDMENTS:** This Order adds Section 3/579.10 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, ICSB, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
**Chief of Police**

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